



MEMORANDUM

TO: Superintendents, Principals, and Headmasters (All Vermont Schools)

FROM: Director O'Neil, Vermont Division of Fire Safety
Secretary Vilaseca, Vermont Agency of Education

SUBJECT: School Egress (evacuation) & Secure the School (clear the halls) drill schedule

DATE: 05/20/13

With the increasing amount of issues faced by schools today, schools must plan for all types of hazards and violent situations. The 2012 Vermont Fire & Building Safety Code as adopted under [Title 20 V.S.A Chapter 173](#) (Internal Security & Public Safety: Prevention & Investigation of Fires) and [Title 16 V.S.A. Chapter 33](#) (Education: Fire & Emergency preparedness Drills & Safety Patrols) mandates requirements that fire drills shall be conducted, but the requirements differ in their application.

In order to adapt to the ever changing challenges faced by schools today, the Division of Fire Safety and the Vermont School Crisis Planning Team have developed this amended schedule for emergency egress (evacuation) and secure the school (clear the halls) drills.

According to section 15.7.1 (Existing Educational Occupancies) of the [NFPA Life Safety Code](#), all schools both public and private **must have an emergency plan in place**. Section 4.8 of the NFPA Life Safety Code outlines what is required in the emergency plan. One of the requirements is that the evacuation plan must include the "evacuation procedures appropriate to the building, its occupants, emergencies, and hazards." All schools must include this new egress and secure the school drill schedule in their school's emergency plan.

The inclusion of this new schedule in the schools emergency plan will fulfill the emergency egress drill requirements outlined in the [NFPA Life Safety Code](#) and [Title 16 VSA, Section 1481](#).

This schedule must be followed in all schools whether private or public. Records must be kept of all such drills and be available upon request for review.

***Important to note:**

- At the beginning of the school-year (September), **both** the **egress** (evacuation) and the **secure the school** (clear the halls) drills must be performed. After that, the drills will **alternate** each month, beginning with the egress drill in October.
- The school-year **ends** with the egress (evacuation) drill.

INTERIM AGREEMENT:

NEW SCHOOL EGRESS (EVACUATION) DRILL & SECURE THE SCHOOL (CLEAR THE HALLS) DRILL SCHEDULE

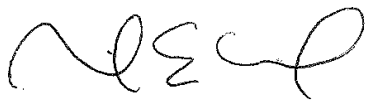
Month	Egress (Evacuation) Drill	Secure the School (Clear the Halls) Drill
September	1	1
October	1	
November		1
December	1	
January		1
February	1	
March		1
April	1	
May		1
June	1	

- Egress (evacuation) drills shall result in complete evacuation of the school.
- The first two (2) egress drills shall result in the complete evacuation of the school.
- The remaining four (4) egress drills may alternate between a relocation drill and an egress drill.

This Interim Agreement will remain in effect while a legislative change is explored to correct the conflict between Titles 16 and 20 VSA.

The Vermont School Crisis Guide is online: http://vem.vermont.gov/preparedness/school_crisis.

Regards,



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